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27 MAR 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 24 March 1972

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1. Retirement Policy--Contract Employees: As you know, the Office of Personnel has been charged with the responsibility for implementing the new Agency early retirement policy for contract employees (including career agents) covered under the Civil Service Retirement System. An initial progress report follows:

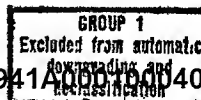
a. [REDACTED] Civil Service Retirement System, has been amended to clearly state the new Agency policy applicable to contract personnel. The effective date of the change is 11 February 1972. The amended regulation was printed and distributed late last week.

b. For the last two weeks, all new agreements with contract personnel under Civil Service retirement have included a standard clause clearly setting out the Agency's early retirement policy. This will be used in all future cases.

c. Well over 1,000 amendments to the contracts of on-board employees have been prepared, notifying them of the new policy. Each individual will be asked to "acknowledge" the amendment for the record.

d. Contract employees already in or past the retirement zone have been identified. A listing has been forwarded to each Deputy Director with a request that individual retirement dates be established and forwarded to RAD/OP by 1 June 1972. This is in accord with the procedure agreed upon by the Deputy Directors and Colonel White in early December 1971.

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Pre-retirement counseling for that group of contract individuals whose retirement dates will be established by each Deputy Director as well as groups entering the zone of consideration in future years will be provided by RAD in the same manner as currently afforded staff personnel.

2. Presidential Classroom: Our final session with the students from the Presidential Classroom was conducted on 24 March; thirty students attended. During the six-week period an orientation concerning the Agency was provided to a total of 197 students. In addition to the verbal statements of appreciation expressed by the students, we have received thus far three letters from individual students, two commenting to us on the orientation and one expressing an interest in an intelligence career and requesting guidance on future college courses to study.

3. Co-op Program: [REDACTED] spent a good part of 20 and 21 March working with Technical Services Division on their new and unique requirement for a co-op student studying dramatic and studio arts. He has reviewed and reproduced pertinent sections of about a dozen catalogs from the most promising colleges. From this review, he will determine which colleges to visit for possible candidates.

On 23 March Mr. Thomas Wozniak, co-op coordinator for Rochester Institute of Technology, visited [REDACTED]. He was pushing their new co-op program in the printing field. We had earlier alerted Logistics to this program and will follow up now that it has been formalized.

4. Position Management:

a. The survey of FI Staff and FI/Division D has been completed and the survey report is now being prepared.

b. Auditing of the Office of Current Intelligence has been completed and preliminary evaluations completed. Discussions will be held this

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week relative to possible reallocation of some functions and positions.

c. We have completed an audit [REDACTED] and positions descriptions are now being prepared. These are approximately 75% completed.

d. Qualification standards have been developed for Computer Operator, Programmer, Specialist and related positions.

5. Day Care Center: Last week we started our evaluation of the results of the Day Care Questionnaire sent to about 200 Agency employees utilizing child care facilities.

6. Deductions from CIARDS Annuities for Credit Union and UBLIC: During this reporting period the Credit Union and Insurance Branch processed the first requests for deductions from CIARDS annuities for Credit Union and UBLIC---only one request in each case, so far, but that's a start.

Letters to CIARDS annuitants on this subject will be prepared for mailing as soon as Central Cover Staff releases the approved letters---these have been promised for the immediate future.

7. Medical Insurance: Civil Service retirees enrolled in the Association Benefit Plan who were not under cover were sent a Civil Service Commission pamphlet announcing the open season to annuitants and informing them of the change in Association Benefit Plan rates.

8. Suggestion/Invention Program: The Executive Secretary of the Suggestion Awards Committee briefed the Director of Finance on the possible advantages of the latter meeting with his Century Club to seek additional ideas. This club is composed of Finance Careerists who have received awards of \$100 or more under the Suggestion Awards Program.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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